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10 May 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

STAT FROM:

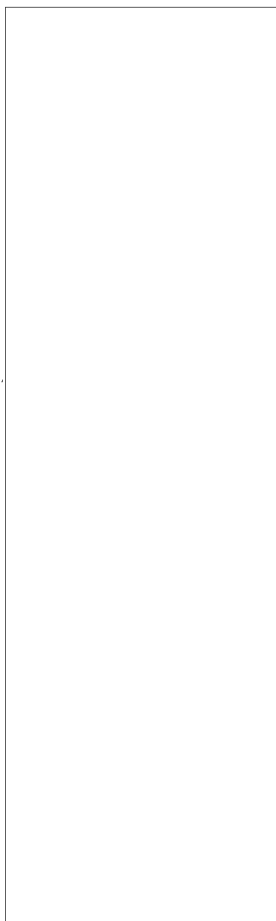


Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 28 April 1988

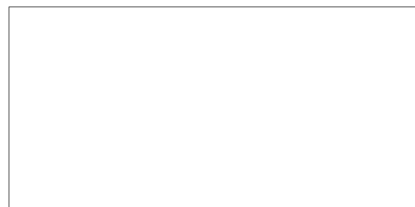
1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 28 April 1988. The following representatives were present:

STAT



ILSP
OIT
OIT
ILSP
ILSP
ILSP
OSWR
ILSP
DA Representative
DCI/Admin
OSO
OS/PSD
DS&T Representative
ILSP
ILSP
FMD
OMS
OS/HSD
NBPO Representative
OS Representative
OTE/AD
DO Representative
NESA
PCS/CSS
OEA
OS/TD
DI Alternate

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SUBJECT: ILSP Working Group Meeting Minutes - 28 April 1988

2. Old Business

The meeting followed the scheduled agenda. (Attachment 1)

- A. The minutes of the previous meeting were approved without comment.
- B. The alternate DO Representative will be named by the 12 May 1988.

3. OL Topics

- A. [] presented the latest updated ILSP schedule showing completion dates for planned activities in the North Tower (NT). (Attachment 2) OS Alarms Working dates have been added to the schedule for most of the NT areas. Schedules for the South Tower (ST) will be added at the next ILSP Working Group Meeting. A joint schedule meeting is held among OL, OIT, and OS each Friday afternoon and anyone interested can contact [] for details.
- B. [] provided an update on the fit-up work in the NHB. He stated that the OTS renovation on the ground floor of the North Tower was nearing completion. The contractor will be completed in about two weeks. Construction drawings and specifications for the five OSWR equipment rooms requiring HVAC and electrical modifications on the third, fourth, and fifth floors North Tower are in the contracts office for solicitation. Estimated time of completion for construction is 15 July 1988. The office space design for OGC has been submitted to SH&G for construction documents. Estimated time for SH&G to complete the construction documents is 27 May 1988. OIT office space design drawings are in progress. Ten of the eighteen areas have been completed in design and inputted into the CADD. Ninety-five percent design drawings have been reviewed by the IG and comments have been sent to the A&E for 100% design. Two of the four OTE classrooms had their 95% construction drawings reviewed and sent back to the A&E for 100% submission. The other two OTE classrooms will be in 95% design by the end of the week. Thirty-five percent design review drawings for the Office of Personnel, Special Activity Services have been submitted to the component.

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SUBJECT: ILSP Working Group Meeting Minutes - 24 April 1988

They will be located on the fourth floor adjacent to the Atrium. Thirty-five percent design drawings for PPS and OSO/SPD have been submitted to the component for design review. Comments from the component will be forward to the A&E for 95% design submittal.

- STAT C. [] commented on the NHB survey work and stated that requirements gathering for the balance of OP is continuing and office space design will follow. ILSP has received design requirements from AF. These requirements will be submitted to the A&E for design.
- STAT D. [] commented that the work order for alarm power in the North Tower has been completed.
- STAT E. [] reported that the installation of carpeting, partitioning, and furniture is proceeding on schedule. OTS 1st and 3rd floor should be completed 2 May 1988, and work should start on the 6th floor 2 May 1988 and be completed 13 May 1988.
- STAT F. [] said that carpeting will not be installed in the hallways on any floor until the majority of the components on that floor have been moved in and the underfloor hallway work is complete.
- G. Copies of specifications for Ergonomic Chairs were distributed at the ILSP WG meeting for information purposes (Attachment 3). These chairs are approved for use in the NHB. Components with year-end funds available may (but are not required to) purchase them.
- STAT H. [] reminded members that any chemicals brought into the NHB must be approved in advance by OMS Safety Division. OL will not move any chemicals or other potentially hazardous materials without advance OMS/Safety Division approvals. Components are responsible for obtaining this approval from OMS.

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I. There were no special OL issues or concerns.

4. OIT Topics

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- A. [] reported that OIT is on schedule in its activities of PBX, Wang, and special wiring work in the NHB.
 - B. The next scheduled Computer System Relocation will be the [] Center move over the Memorial Day weekend.
 - C. Alarm Wiring conduit is proceeding on schedule. North Tower conduit work will be completed 29 April 1988 and South Tower will be completed on 13 May 1988.
 - D. OSWR has agreed to a temporary period (approximately two weeks) during which TADS will be unavailable to those components who are relocated to NHB ahead of the TADS Center move.
 - E. OIT Issues/Concerns
 - 1). It was noted that after construction work was completed on the second and third floor, the underfloor area had been left in a dirty condition. An action item (#58) assigned to see that the area in question is cleaned immediately.
 - 2). Drawings of the second floor are needed with old and new room numbers for phone installations. An action item (#59) was assigned to verify that the drawings have been turned over to OIT as had been reported.
 - 3). NESA asked about making changes from Delta Datas as surveyed to Personal Computers. They were told that their move configuration will be as surveyed and that changes can be made after they are established in their new areas.

5. OS Topics

- A. Status of Alarm Work in the NHB will be provided at the next ILSP WG meeting.

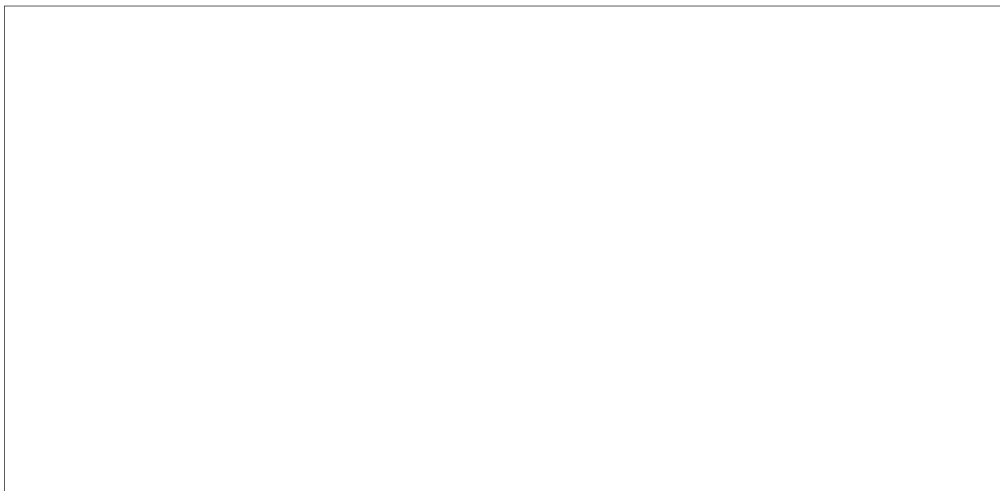
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- B. There is no news on any change in the policy of safes in the NHB. More meetings on this subject are scheduled. The policy at this time permits moving only one safe per private office.

C.



25X1

D. OS Issues/Concerns

- 1). The OS POC for alarms has been resolved.
- 2). The BB room in the South Tower must be operational to support the July NHB occupancy schedule. The room needs to be alarmed. CED/OIT is aware and will bring this up for resolution at the Friday Schedule Meeting.

6. General Issues

- A. An inquiry was made about the status of closing wall gaps in windowed rooms (AI ILSP 56). [redacted] stated that these gaps will be fixed as soon as possible, but that they will not be fixed by Centex. Centex built as called for in the plans. NBPO will fund the work.
- B. Fine Arts Committee will discuss on 3 May 1988 where to place the planters that are available for the NHB.
- C. BSB will visit components 2 months before they are scheduled to move and assist them in planning their move. A check list will be prepared.

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7. Action Item Review

STAT	ILSP-23	DO Alternate AI - remains open- <u>Overdue</u>	<input type="text"/> DO
	ILSP-49	Colors for NHB Interior Corridors FA will resolve after move can be done by Allied - <u>Remains Open</u>	Fine Arts Commission
STAT	ILSP-53	NHB Tempest Status - <u>Closed</u> - (see OS Topics).	<input type="text"/> OS
STAT	ILSP-54	Resolve problems related to installation of the Ground Floor conduit between the North and South Towers. - <u>Closed</u> offline.	<input type="text"/> /OIT/ NBPO
STAT	ILSP-55	Resolve problems of broken access plate tiles - <u>Closed</u> - will replace after work is done.	<input type="text"/> NBPO
STAT	ILSP-56	Wall gaps in windowed offices - <u>Closed</u> will fill ASAP.	<input type="text"/> NBPO
STAT	ILSP-57	Phone service to work areas in NHB (e.g. mechanical rooms.) - <u>Deferred</u> until 12 May 1988.	<input type="text"/> ILSP

9. Action Items Assigned

STAT	ILSP-58	Insure that underfloor work area on second and third floor is cleaned.	<input type="text"/> ILSP
STAT	ILSP-59	Confirm that drawings with old and new room numbers have been issued.	<input type="text"/> ILSP

10. The next ILSP WG meeting is scheduled for 12 May 1988 at 1000 in
3E14 HQs.

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ILSP WORKING GROUP

AGENDA

28 APRIL 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- New DO Alternate ILSP member

- OL TOPICS

- Overview of ILSP Schedule

- Status of NHB Fit-up Work

- Status of NHB Survey Work

- Status of Alarm Power Drops

- Carpet, Partition & Furniture Progress Report

- Hallway Carpeting

- Standard Workstation Chair for the NHB

- OTS Chemicals

- Issues/Concerns?

- OIT TOPICS

- Status of PBX, Wang, and special wiring work in NHB

- Status of Computer Systems relocation

- Status of Alarm Wiring conduit work

- Status of TADS Computer Move Outage

- Issues/Concerns?

- OS TOPICS

- Status of Alarm work in NHB

- Safes in the NHB - Current Status

- Tempest Briefing - Deferred Two Weeks

- Issues/Concerns?

- GENERAL ISSUES OR CONCERNS?

- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 12 MAY 1988, 10:00 3E14 HQS

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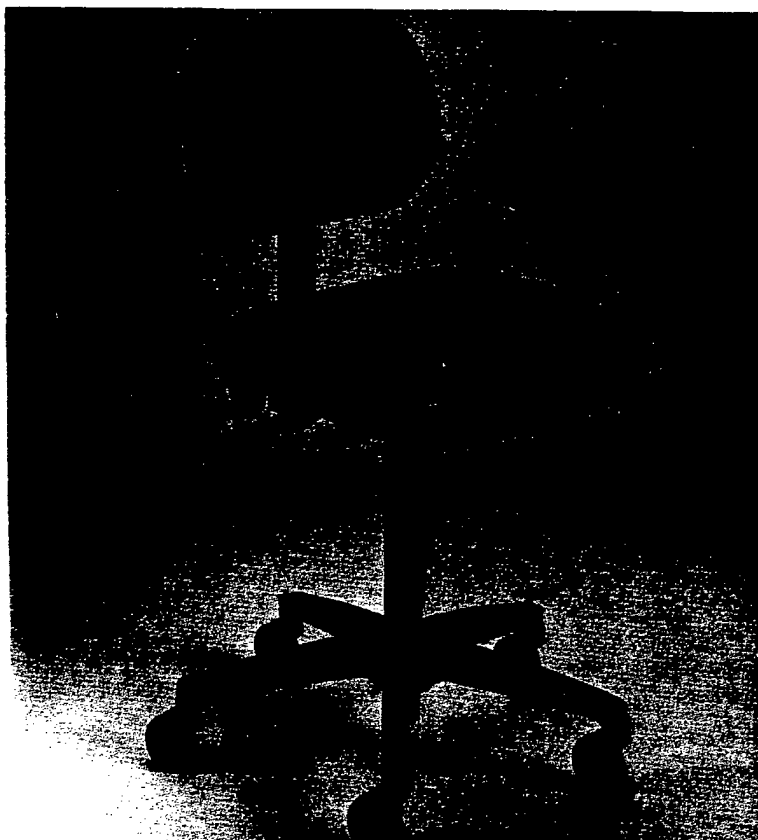
UNCLASSIFIED

- 3 Information Service Centers
- 4 Fit-up of OL storage areas only
- 5 Fit-up of OIT storage/office areas
- 6 Fit-up of OP office area around OMS Infirmary only
- 7 OSO/SPD only, temporary assignment per DDA memo 2/23/88
- 8 Fit-up of OTE classrooms only (4A012, 4F030, 4F032, 4F034)
- 9 Fit-up of north tower OS space only.
- N/A Not Applicable
- ? Date not yet supplied or verified

UNCLASSIFIED

Chair, Type II, Size 1. Adjustable locking seat-tilt. Locking seat in any forward or backward position. Adjustable locking back tilt independent of seat-tilt. Side arms (Optional). Locking ability in any position. Pneumatic seat height adjustment. Upholstered in 100% flat nylon fabric. Base B dark grey. Not stocked.

Chair, Ergonomic, Size 1 *Typists*



Style B, without arms (Shown)

Style A, with arms

7110-01-182-4994	Red	7110-01-182-5302
7110-01-182-5003	Rust	7110-01-182-5303
7110-01-182-5004	Green	7110-01-182-5304
7110-01-182-5005	Blue/Gray	7110-01-182-5305
7110-01-182-5006	Dark Blue	7110-01-182-5306
7110-01-182-5007	Beige	7110-01-182-5307
7110-01-182-5008	Brown	7110-01-182-5308
7110-01-182-5009	Gray	7110-01-182-5309
7110-01-182-8504	Rose	7110-01-182-5310
7110-01-182-8505	Black	7110-01-182-5311

\$108.49

\$130.43

Chair, Type II, Size 2. Adjustable locking seat-tilt. Locking seat in any forward or backward position. Adjustable locking back tilt independent of seat-tilt. Side arms (Optional). Locking ability in any position. Pneumatic seat height adjustment. Upholstered in 100% flat nylon fabric. Base B dark grey. Not stocked.

Chair, Ergonomic, Size 2



Secretaries
Analysts
Computer
Operator

Style B, without arms (Shown)

Style A, with arms

7110-01-182-8516	— Red —	7110-01-182-5322
7110-01-182-8517	— Rust —	7110-01-182-5323
7110-01-182-8518	— Green —	7110-01-182-5324
7110-01-182-8519	— Blue/Gray —	7110-01-182-8570
7110-01-182-8520	— Dark Blue —	7110-01-182-4958
7110-01-182-8521	— Beige —	7110-01-182-4959
7110-01-182-8522	— Brown —	7110-01-182-4960
7110-01-182-8523	— Gray —	7110-01-182-4961
7110-01-182-8524	— Rose —	7110-01-182-4962
7110-01-182-8525	— Black —	7110-01-182-4963

\$108.49

\$130.46

33a

Chair, Type II, Size 3. Adjustable locking seat-tilt. Locking seat in any forward or backward position. Adjustable locking back tilt independent of seat-tilt. Side arms (Optional). Locking ability in any position. Pneumatic seat height adjustment. Upholstered in 100% flat nylon. Base B dark grey. Not stocked.

Chair, Ergonomic, Size 3



*Middle
Management
+
Generous size
Analyst station*

Style B, without arms

Style A, with arms (Shown)

7110-01-182-8483	Red	7110-01-182-4974
7110-01-182-8484	Rust	7110-01-182-4975
7110-01-182-8485	Green	7110-01-182-4976
7110-01-182-8486	Blue/Gray	7110-01-182-4977
7110-01-182-8487	Dark Blue	7110-01-182-4978
7110-01-182-8488	Beige	7110-01-182-4979
7110-01-182-8489	Brown	7110-01-182-4980
7110-01-182-8490	Gray	7110-01-182-4981
7110-01-182-8491	Rose	7110-01-182-4982
7110-01-182-5584	Black	7110-01-182-4983

\$121.98

\$142.75

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